

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PA No. listed in Block E.

[illegible]

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE	
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G. PREPARED BY

H. DATE

I. APPROVED BY

J. DATE

INSTRUCTIONS FOR COMPLETING DD FORM 1423
(See DoD 5010.12-M for detailed instructions.)

FOR GOVERNMENT PERSONNEL

- Item A.** Self-explanatory.
- Item B.** Self-explanatory.
- Item C.** Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.
- Item D.** Enter name of system/item being acquired that data will support.
- Item E.** Self-explanatory (to be filled in after contract award).
- Item F.** Self-explanatory (to be filled in after contract award).
- Item G.** Signature of preparer of CDRL.
- Item H.** Date CDRL was prepared.
- Item I.** Signature of CDRL approval authority.
- Item J.** Date CDRL was approved.
- Item 1.** See DoD FAR Supplement Subpart 4.71 for proper numbering.
- Item 2.** Enter title as it appears on data acquisition document cited in Item 4.
- Item 3.** Enter subtitle of data item for further definition of data item (optional entry).
- Item 4.** Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.
- Item 5.** Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).
- Item 6.** Enter technical office responsible for ensuring adequacy of the data item.
- Item 7.** Specify requirement for inspection/acceptance of the data item by the Government.
- Item 8.** Specify requirement for approval of a draft before preparation of the final data item.
- Item 9.** For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).
- Item 10.** Specify number of times data items are to be delivered.
- Item 11.** Specify as-of date of data item, when applicable.
- Item 12.** Specify when first submittal is required.
- Item 13.** Specify when subsequent submittals are required, when applicable.
- Item 14.** Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.
- Item 15.** Enter total number of draft/final copies to be delivered.
- Item 16.** Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

DATA ITEM DESCRIPTION			Form Approved OMB No 0704-0188	
1. TITLE Technical Assistance Activity Accomplishment Report		2. IDENTIFICATION NUMBER DI-MGMT-80911		
3. DESCRIPTION/PURPOSE 3.1 The Technical Assistance Activity Accomplishment Report attests the completion of work. 3.2 This report is used to support payment of invoices submitted by the contractor for services rendered.				
4. APPROVAL DATE (YYMMDD) 891006	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) A/MICOM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-F-1207.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER A4844	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Technical Assistance Activity Accomplishment Report format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. 10.2 <u>Content</u> . The Technical Assistance Activity Accomplishment Report shall contain the following: 10.2.1 <u>Name and address of representative</u> . List the name and current mailing address. 10.2.2 <u>System</u> . Identify the system and address the following statements: a. Actual training hours provided (1) In theory (2) In practical or on the job training b. Number of students trained (1) Unit personnel (2) Technical assistance personnel (3) Maintenance personnel (Continued on Page 2)				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 12, Preparation Instructions (Continued)

10.2.3 Hours spent advising and instructing actual maintenance functions. Indicate the actual number of hours that advising and instructing maintenance functions was performed. Include a summary sheet listing the circumstances which required the assistance and descriptions of the work performed. Indicate remedial action recommended.

10.2.4 Total hours spent on other assignments. Indicate the actual number of hours spent on the following assignments:

a. Evaluation of the applicable systems to determine performance reliability, and to discover trends which develop with respect to repetitious failures.

b. Advising local support personnel and commanders concerning methods to achieve optimum system performance with a corresponding reduction of down-time.

c. Conducting technical investigations and analyses of system performance.

d. Preparation of reports and recommendations for correction of deficiencies.

e. Time spent on travel status during normal and overtime work hours.

10.2.5 Problems and deficiencies. Indicate whether a problem was encountered in the following areas:

- a. Maintenance
- b. Supply
- c. Operational methods and procedures
- d. Technical documentation
- e. Modification work order status
- f. Previously reported problems not resolved
- g. Other

10.2.6 Attached technical data. Provide information and data in narrative form, when applicable, as follows:

a. **Maintenance.** Maintenance problems, to include tools and equipment, which result from deficiencies in the hardware or from deficiencies in the prescribed method and procedure of performing maintenance.

b. **Supply.** Supply problems which result from hardware deficiencies or from deficiencies in supply publications.

Block 10, Preparation Instructions (Continued)

c. Operational methods and procedures. Improvements or changes to prescribed operational methods and procedures to include recommendations which contribute to the combat effectiveness of the equipment.

d. Technical documentation. Publication errors and recommended improvements to technical manuals, catalogs, modification work orders, etc.

e. Modification work order status. Problems encountered and deficiencies noted in the application and operational checkout of modification work orders with respect to hardware deficiencies in the prescribed method and procedure of application and operational checkout.

f. Previously reported problems not resolved. Problems which have been reported in previous reporting periods and have not been satisfactorily resolved.

g. Other. Problems similar to, but not specifically included in the above paragraphs.

DATA ITEM DESCRIPTION			Form Approved CMB No 0704 0188	
1. TITLE Certificate of Services Technical Assistance Activity Report		2. IDENTIFICATION NUMBER DI-MGMT-80910		
3. DESCRIPTION/PURPOSE 3.1 The Certificate of Services Technical Assistance Activity Report summarizes the tasks performed. 3.2 This report is used to support payment of invoices submitted by the contractor for services rendered.				
4. APPROVAL DATE (YYMMDD) 891006	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) A/MICOM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-F-1207.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER A4843	
9. PREPARATION INSTRUCTIONS 9.1 <u>Format</u> . The Certificate of Services Technical Assistance Activity Report format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. 9.2 <u>Content</u> . The Certificate of Services Technical Assistance Activity Report shall contain the following: 9.2.1 <u>Name and address of representative</u> . List the name and current mailing address. 9.2.2 <u>Contract number</u> . List the number of the current contract under which services are being furnished. 9.2.3 <u>Contract item number</u> . List the item number of the contract as described under Part II of the Contract. 9.2.4 <u>Using organization and location</u> . List the organization to which assigned. In overseas areas include name of country. (Continued on Page 2)				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DI-MGMT-S0910

Block 10, Preparation Instructions (Continued)

10.2.5 Period covered by certificate of services. List the dates and total number of calendar days of the period covered.

10.2.6 Leave days not available for work. List the number of normal workdays spent on annual leave, sick leave, and unauthorized leave during the reporting period. In this regard, unauthorized leave is considered to be that leave taken without prior coordination and approval of the employee's authorized supervisor.

10.2.7 Overtime. Indicate whether overtime was worked. If overtime was worked, list the date, hours worked, and total hours overtime was performed.

10.2.8 Travel.

a. Statement concerning whether Government furnished transportation was used during the reporting period.

b. If official travel by private or commercial means was performed during the reporting period, the following statements shall be addressed:

(1) Date(s) travel was performed.

(2) Means by which travel was performed.

(3) Receipts and documentation for costs incurred. Indicate the mileage traveled, if travel was performed by privately owned vehicle. Furnish receipts and appropriate supporting documents.

(4) Location(s) to where travel was performed.

(5) Purpose of travel.

(6) Number of normal worktime hours spent on travel status.

(7) Number of overtime hours spent on travel status for which an overtime rate is due.